



## Application Procedure (in details)

✓ *Before applying please make sure that you fulfil the preconditions:*

- **student on MA studies with uzbek citizenship**
- **fields of your studies:** economics, business administration, engineering (industrial, civil, process, electrical, mechanical, plant, mechatronic, power, mining, aerospace), commercial law, IT, accounting, architecture or business journalism
- the applicants should generally **not be younger than 22 years**
- **a very good command of English OR German** is required.

✓ *The application procedure is divided into three parts:*

- an online application in English or German (End of November - December)
- an interview in Tashkent (January)
- and the selection of the proposed candidate by the company (February - March)

### Stage 1: Online Application

Your application needs to be written either in English or in German. Choose one language to set up your application.

*Before you fill in the online application, you should prepare the following documents:*

#### 1. Letter of motivation in English or German (as one PDF file)

The motivation letter is one of the main criteria which distinguish you from other candidates. Therefore, make sure that your motivation letter addresses the following topics:

- What is your motivation to apply for the Internship Programme of German Business for Uzbekistan?
- What is your working field (fields) of preference (e.g. business administration or engineering sector, IT or law) and what do you hope to learn during the internship? How will you use this internship opportunity to excel your professional development?
- What makes you a valuable asset to a company? Name experience, skills and personal characteristics.
- Describe the set of experiences, skills and ambitions from which you drive your motivation to contribute to the development in Uzbekistan.

*Sign your letter at the end!*

## 2. Curriculum vitae in English or German

Please use the provided template [Download in Word](#) (You can also find it on our website as a Word-Download) and upload it (as one PDF file)

**3. Portrait photo** in a common graphics format, e.g. JPG (as a separate document)

**4. Scanned transcript of records:** overview of the courses and marks, issued by your faculty (as one PDF file)

Transcript of records of master studies AND transcript of records of bachelor studies. If you just started your Master studies and can't provide a transcript of records please provide a confirmation of enrolment AND transcript of records of bachelor studies.

**5. Translation of transcript of records in English or German** (as one PDF file)

The documents can be translated by you, not necessarily by an official translator.

**6. Two recommendation letters** from professors, supervisors or other relevant referees (as one PDF file)

**7. Passport copy and OPTIONAL other scanned documents available** combined as one PDF file (e.g. language certificates for German or English, references, diplomas)

*You may upload the documents in PDF or JPG formats. The documents need not to be zipped.*

**Incomplete applications will not be accepted!**

## How to complete your application? (step by step)

✓ Choose the field for which you would like to apply on our website:

<https://www.oaev.de/de/praktikumsprogramm-der-deutschen-wirtschaft-fuer-usbekistan>

✓ The link will lead you to the application tool.

Your will then be asked either to sign in if you already have an account or to register as a new user.

Sign In Language English US (English US) →

### Career Opportunities: Sign In

Have an account?  
Please enter your login information below. Both your username and password are case sensitive.

\* Email Address:

\* Password:

[Forgot your password?](#)

Not a registered user yet?  
[Create an account to apply for our career opportunities.](#)

To register as a new user you need to fill in your e-mail address, a password and your name

The screenshot shows a web page titled "Career Opportunities: Create an Account". At the top right, there are links for "Sign In", "Language", and "English US (English US)". The main content area contains a "Go Back" button, a message "Already a registered user? Please sign in", and a note "Login credentials are case sensitive". Below this are four input fields: "Email Address", "Choose Password", "Retype Password", and "First Name", each with a "Go" button. A "Last Name" field is also present. A "Create Account" button is at the bottom. A "Password Policy" link is visible next to the password fields.

In the next step you will be asked to complete the basic fields and to upload your CV and your letter of motivation.

Please note that the labeling of the fields is unfortunately not consistent with the required documents.

In the field "resume" please upload your CV In the field "cover letter" please upload your letter of motivation

The screenshot shows a "My Candidate Profile" page for "MAX MUSTERMANN". The top navigation bar includes "HOME", "JOB SEARCH", "JOB MANAGEMENT", "PASSWORD MANAGEMENT", and "MY PROFILE". The user is logged in as "Max Mustermann". The profile form has several sections: "Personal Information" with fields for First Name (Max), Last Name (Mustermann), Phone, and Email; "Formal Education" with a "Details" section for College/University, Faculty, and Field of Study; "Documents" which is currently empty; and "More Information" with fields for Title, Home Phone, and Address line 1. A red arrow points to the "Documents" section with the text "CV + letter of motivation". A "Next" button is at the bottom right.

Click **Next** to upload the other documents on the second page:

1. Portrait photo
2. Transcript of records
3. Translation of transcript of records
4. Recommendations
5. Passport copy & other documents

At the end please do not forget to click on “Apply” to send your application!!! (9)

The image shows a screenshot of an online application form. The form contains various fields for personal information, including postal code, country, citizenship, date of birth, and place of birth. It also has sections for 'Motivation Letter and Resume' and 'Curriculum Vitae (CV)'. Below these are questions about how the applicant heard about the program and enrollment dates. The 'Additional Details' section includes fields for photo, transcripts, translations, recommendations, and other documents, each with an 'Attach a document' button. At the bottom right, there are four buttons: 'Apply', 'Back', 'Save', and 'Cancel'. A large red arrow with the number '9' points down to the 'Apply' button. Another large red arrow points left towards the 'Additional Documents' section, with the text 'upload other documents' written inside it.

*The call for applications will be closed on **17.12.2018 at 1 p.m.** (German time)*

*If you experience any technical difficulties, do not hesitate to contact us:*

[A.Akulich@bdi.eu](mailto:A.Akulich@bdi.eu)

## **Stage 2: Interviews**

All candidates will be informed about the outcome of the first selection round. Candidates will be notified by email at least one week in advance whether they are invited to the interview or not. The interviews will only be conducted on certain days in Tashkent. We cannot offer the possibility of skype or phone interviews.

The selection committees consist of project coordinators. The interviews last about 20 minutes and will be conducted either in German or English, depending on the language skills of the applicant. Unfortunately, we cannot cover the travel expenses to the interviews.

## **Stage 3: Selection by German Companies**

Candidates will be informed whether they are placed into the shortlist by middle/end of January. Shortlisted candidates will be recommended to German companies. Most of the companies decide to whom to offer an internship based on the written application documents and the recommendation of the selection committee. However, some of the companies also conduct short telephone or skype interviews with the proposed candidates.

ATTENTION: To be shortlisted does not mean that a candidate is going to be granted an internship placement. Companies will choose candidates from the shortlist according to their requirements and internship specifications. Half of the shortlisted candidates usually receive a scholarship and an internship placement.

The Programme will provide companies with profiles of shortlisted candidates in February. The decision making process within the companies can last until the end of March.

#### **Stage 4: Preparation and Start of Internships**

During March and April the interns will be prepared for the internships and their stay in Germany. The Programme handles most of the logistical and administrative tasks.

All interns participate in the introductory workshop in Tashkent in the first week of April. After the introductory workshop, the interns travel to their final destination in Germany and start their internship on the beginning of May. There shall be no exceptions to this rule.

**GOOD LUCK!!!**